DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:
COMNAVREGSWINST 4790.1A
N32MA
31 OCT 2006

COMNAVREGSW INSTRUCTION 4790.1A

From: Commander, Navy Region Southwest

Subj: ORGANIZATION AND ADMINISTRATION OF COMMANDER, NAVY REGION SOUTHWEST (CNRSW) PORT OPERATIONS MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM (3-M)

Ref: (a) NAVSEAINST 4790.8B
(b) OPNAVINST 4790.4D
(c) OPNAVINST 3120.32C
(d) CINCLANFLT/CINCPACFLTINST 4790.3 (Joint Fleet Maintenance Manual Vol. VI, Chap 11)

Encl: (1) CNRSW Port Operations 3-M System Organization
(2) Supplemental 3-M System Guidance
(3) 3-M Coordinator Assignment Letter
(4) CNRSW 3-M Certification Guide
(5) PMS Spot Check Evaluation Form

1. Purpose. To assign responsibility and procedures for the organization and administration of the 3-M system within Navy Region, Southwest (NRSW). **This instruction should be read in its entirety due to extensive revision.**

2. Cancellation. COMNAVREGSWINST 4790.1.

3. Application. This instruction applies to all Commander, Navy Region Southwest (CNRSW) service craft and boats with the exception of civilian owned and operated equipment or facilities specifically granted in writing with an exemption from 3-M system requirements by Program Director (PD), Port Operations, Commanding Officer (CO) Naval Base San Diego (NBSD).

4. Objective. The broad objective of the 3-M system is to achieve the highest possible state of material readiness and self-sufficiency. Functional objectives of Planned Maintenance System (PMS) are provided in references (a) and (b).

5. Responsibilities. Responsibilities for management of the 3-M systems for service craft, small boats, shop facilities, and other applications are as follows:

a. Program Director, Port Operations. Overall responsiblilty for ensuring the 3-M system is installed and functions effectively within NRSW. The PD shall perform the specific duties prescribed in paragraph 1-4.1 of reference (a), and shall further ensure personnel in the organization carry out their responsibilities as outlined in paragraphs 1-4.2 through 1-4.9 of reference (a).

b. 3-M Manager (Program Director, Port Operations). Responsible to the PD for ensuring the 3-M system functions effectively. The Program Manager (PM) will act as the 3-M Manager in accordance with enclosure (1), performing the duties prescribed for the Executive Officer, paragraph 1-4.2 of reference (a), and shall further:

(1) Ensure personnel involved in 3-M systems receive formal 3-M training as prescribed in paragraph 1-4.2.e and 1-4.2.g of reference (a).

(2) Routinely meet with Installation Site Managers (ISM's), the 3-M Coordinator, and other maintenance managers to review and discuss the status of material readiness and 3-M matters and provide necessary guidance and coordination.

(3) Ensure all PMS documentation is properly presented, screened, and forwarded in a timely and efficient manner as delineated in reference (a) and enclosure (2).

(4) Cause the 3-M Coordinator to conduct periodic inspections of each site's PMS in order to ensure effectiveness and compliance with references (a) through (d).

c. 3-M Coordinator. Directly responsible to the 3-M Manager and has direct liaison with ISM's and maintenance supervisors in all matters pertaining to the 3-M system. Furthermore:

(1) The 3-M Coordinator shall be the primary duty of an officer or senior petty officer who holds the 9517 NEC, or a qualified senior rated civilian, and shall have received training as prescribed by paragraph 1-4.2 of reference (a). The 3-M Coordinator shall be assigned in writing by the PD, Port Operations, NRSW using a format similar to that of enclosure (3). Except in unusual circumstances, programmed relief for the 3-M Coordinator shall be provided with all prerequisite formal training prior to assumption of duties.

(2) The 3-M Coordinator shall be thoroughly cognizant of the contents of this instruction and all references and enclosures herein. They shall perform the specific duties detailed in paragraph 1-4.3 of reference (a).

d. Installation Site Manager. Responsible to the 3-M Manager for the overall organization and operation of the 3-M system within their site. Each Site Manager shall ensure departmental personnel are properly trained and shall perform the duties prescribed in paragraph 1-4.4 of reference (a). If not already qualified, each ISM shall complete Ship's Maintenance and Material Management 3-M System (NAVEDTRA 43241F) Personal Qualification Standard (PQS) Watch Stations 301 through 304 within three months of reporting aboard.

e. Division Officer (Leading Chief Petty Officer). Responsible to the ISM for the overall organization and operation of the 3-M system within their division. Each Division Officer shall provide the supervision and coordination required to ensure the effectiveness of

the 3-M system. Each Division Officer shall also be responsible for the specific duties prescribed in paragraph 1-4.6 of reference (a). If not already qualified, each LCPO shall complete Ship's Maintenance and Material Management 3-M System (NAVEDTRA 43241F) PQS Watch Stations 301 through 304 within three months of reporting aboard.

f. Work Center Supervisor (WCS). Directly responsible to the Division Officer and laterally responsible to the 3-M Coordinator in all matters pertaining to the 3-M system within their assigned work center. In addition, each WCS shall be responsible for carrying out the duties detailed in paragraph 1-4.8 of reference (a). If not already qualified, each WCS shall complete Ship's Maintenance and Material Management 3-M System (NAVEDTRA 43241F) Personal Qualification Standard (PQS) Watch Stations 301 and 303 within three months of reporting aboard, and satisfactorily complete a locally prepared written examination with a score of 80 percent.

g. Maintenance Personnel. All other enlisted personnel and civilians assigned to a work center (boats, crafts, shops etc.) are considered "Maintenance Personnel" for the purpose of this instruction. They are responsible to the WCS and shall be responsible for 3-M system duties as detailed in paragraph 1-4.9 of reference (a). Position descriptions of civilian maintenance personnel shall be written in such a way as to reflect that they are required to perform PMS/Maintenance Data Systems (MDS) duties. Each maintenance person shall complete Ship's Maintenance and Material Management 3-M System (NAVEDTRA 43241F) PQS Watch Station 301 within three months after reporting aboard, and satisfactorily complete a locally prepared written examination with a score of 80 percent.

M. R. ALLEN
Chief of Staff

Distribution:
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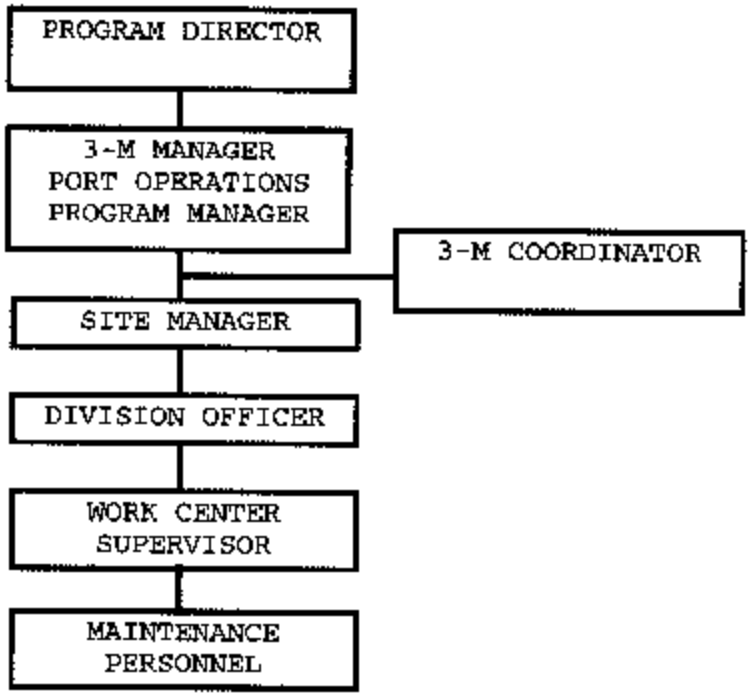
http://www.cnrsw.navy.mil/Admin/index.htm

CNRSW PORT OPERATIONS 3-M SYSTEM ORGANIZATION



PORT OPERATIONS
Work Centers

NAVBASE SAN DIEGO (NBSD)
DA01-Liquid Cargo Division

NAVBASE CORONADO (NBC)
DG01-Bos'n Shop
EA08-Engine Shop
EE01-Electric Shop

NAVBASE POINT LOMA (NBPL)
CM00-Point Loma Division
DA00-Boat Shop
ER09-Repair Shop

NAVWPNSTA SEAL BEACH (NWSSB)
DB01-Maintenance Shop

NAVBASE VENTURA CNTY (NBVC)
EA00-Engine Shop
EE00-Electric Shop

SUPPLEMENTAL 3-M SYSTEM GUIDANCE

1. Afloat Training Group Pacific, 3-M System Staff. For assistance in resolving problems in 3-M system matters, Afloat Training Group Pacific staff is the first point of contact at the local level. They may be reached as follows:

a. Maintenance Management Systems Officer (N71)

b. 3-M Assessment Team Officer (N414), Phone: (DSN)526-1792/6339 (commercial): 556-1792/6339

COMMANDER
UIC 57062
AFLOAT TRAINING GROUP PACIFIC
3455 STURTEVANT ST STE 1
SAN DIEGO CA 92136 5069

2. PMS Coverage Deficiencies. CNRSW Port Operations sites are required by reference (a) to submit PMS Feedback Reports (FBR), OPNAV Form 4790/7B, for all equipment not having PMS coverage. In addition, the 3-M Coordinator is required to maintain a Master Status List (MSL) of equipment not covered by PMS. The above requirements are amplified as follows:

a. FBR's are not required for equipment with the status of "No Maintenance Required", "No Individual Requirements", or "Maintenance Requirements Substantiated" indicated on the List of Effective Pages. Further, this equipment need not be included on the MSL of equipment not covered by PMS.

b. Each entry on the MSL of equipment not covered by PMS is to be annotated by the serial number and date of the PMS FBR, or the JCN of the OPNAV 4790/CK Form, requesting PMS coverage for the equipment.

c. The MSL of equipment not covered by PMS is to be a part (section) of the 3-M Coordinator's Master PMS Manual (see chapter 3-4.1 of reference (a)).

d. For newly installed or replaced equipment authorized by a configuration change (SHIPALT, ORDALT, BOATALT, Field Change, etc.), PMS FBR's (OPNAV 4790/7B) need not be submitted requesting addition/correction of PMS, in as much as the submission of the OPNAV 4790/CK Form, as discussed in reference (a), will automatically generate revised/additional PMS coverage to the appropriate work center.

3. FBR Procedures. Reference (a) contains procedures for utilizing OPNAV 4790/7B PMS FBR. The reverse side of the FBR form provides details for completing the form itself. The 3-M Coordinator is charged by reference (a) with the local administration of each unit's FBR file system including screening, dating and serializing of each FBR before it leaves the activity. The 3-M Coordinator shall:

a. Maintain an integrated serial number file of all FBR's for Port Operations. Serial numbers shall be consecutive, four-digit Arabic numerals only (not alpha-numeric). All work centers shall be integrated into and assigned serial numbers in sequence from the master serial number sequence shall begin with 0001 with the first FBR of each Calendar Year (CY) and run consecutively to the number 9999.

b. Carefully screen each FBR for accuracy and completeness before mailing, using the guidelines in chapter 5 of reference (a) and the instructions on the back of the FBR forms (green copy). PMS problems should be solved at the local level when possible and within the local authority to do so.

4. Maintenance Data Systems (MDS). MDS documents will be accomplished by all activities under the 3-M System strictly per details provided by reference (a) to maintain a comprehensive Current Ship's Maintenance Project (CSMP) and Material History file. OPNAV forms in the 4790 series are to be used for the purpose of MDS documentation of all repair and maintenance work. No locally prepared or substitute forms are authorized. The flow path for all 3-M MDS documentation shall be as follows:

a. Work Center Maintenance Personnel. Prepare the form in two copies.

b. WCS. Screen the forms for accuracy and applicability of content. Must retain copy of 2-Kilos in CSMP suspense file.

c. Division Officer. Screen the forms for accuracy, neatness and legibility.

d. Port Operations Deputy Program Manager. Screen all OPNAV 4790/CK forms for completeness, accuracy and legibility and enter the data elements required per reference (a) and existing NAVSUP directives. Forward the forms to the 3-M Coordinator for final screening.

e. 3-M Coordinator. Screen each form for legibility, correctness of format, accuracy of information, completeness of information, etc. (3-M Coordinator may retain a copy in a residual file until the item has clearly been entered into the automated CSMP report.) The 3-M Coordinator then forwards the remaining copy to the Readiness Support Group/Maintenance Resource Management Systems office for screening. In the case of OPNAV 4790/CK forms (Configuration Change Report) an additional copy shall be forwarded by the 3-M Coordinator to NAVSEACENPACDET per reference (a). Attention is directed to the reference (a) requirement that service craft shall use the Unit Identification Code (UIC) of their parent shore activity vice their individual UIC for MDS reporting.

5. CSMP and the Work Candidate/Job Sequence Number Relationship. The CSMP, as defined in reference (a) includes, but is not limited to:

a. The "automated CSMP", which is the computer-produced listing of deferred maintenance and alterations that have been identified through the submission of OPNAV 4790 documents.

b. The suspense file of OPNAV 4790 documents for maintenance items that have been submitted but are not reflected in the CSMP reports, or have not appeared in the MDS Transaction and Error Identification Report as having been accepted.

c. The Work Candidate/Job Sequence Number (Work candidate/JSN) Log, which is the work center's list of all material discrepancies to be corrected either by ship's force or an outside activity.

d. Each WCS is responsible for ensuring that the CSMP accurately describes the material condition of their work center. Various formats such as "CK," Work Candidate, JSN Log/List and other similar names shall be revised to reflect the correct title used in reference (a).

6. Inactive Equipment Maintenance (IEM)

a. Service craft and boats in overhaul or extended upkeep availability shall continue to have PMS performed in the form of IEM. Procedures for determining the levels of PMS applicable shall be in strict accordance with chapter 4 of reference (a).

b. Inactive/Unused Service Craft. Planned maintenance may not be neglected on unused craft. Service craft and boats are expensive to repair and replace when allowed to deteriorate due to lack of maintenance of hulls and machinery. The following guidelines shall apply to all service craft and boats that are out of commission, out of service, or otherwise not often used:

(1) Service craft that have been officially placed "out of commission" by authority of OPNAV under procedures specified by NAVSEA Technical Manual, chapter 050, are not governed by PMS and are exempt from the PMS provisions of this instruction. Those craft are usually in the custody of an Inactive Ships Maintenance Facility.

(2) Service craft and boats which are not used, not often used, not in service, etc., in either dry lay-up or wet lay-up, shall have routine planned maintenance accomplished per the IEM procedures of the PMS system, as directed and described by chapter 4 of reference (a).

7. PMS Safety Tag Out Program. Personnel/equipment safety is of prime concern to the Navy. Reference (b) contains the Navy's standardized Uniform Safety Tag Out Bill. All personnel who have PMS responsibilities are to be familiar with the contents of reference (b) pertaining to the Tag Out Bill. The Port Operations Department and divisions, which are under the 3-M system shall ensure that reference (b) has been thoroughly promulgated and that the safety tag out system is in conformance with the procedures specified in reference (a) and in use by all divisions and personnel performing PMS. Each division work center's safety tag out records shall be audited every week by the responsible Division Officer to ensure compliance with the procedures outlined in reference (b).

3-M COORDINATOR ASSIGNMENT LETTER

4790
Ser N32MA/

From: Program Director, Port Operations, Navy Region Southwest
To:

Subj: ASSIGNMENT AS PORT OPERATIONS 3-M SYSTEM COORDINATOR

Ref: (a) NAVSEAINST 4790.8B (3M Manual)
(b) OPNAVINST 4790.4D (3M Policy)
(c) OPNAVINST 3120.32C (Standard Organization and Regulations of the U.S. Navy)
(d) CINCLANFLT/CINCPACFLTINST 4790.3 (Joint Fleet Maintenance Manual Vol. IV, Chapter 21)
(e) COMNAVREGSWINST 4790.1A (CNRSW 3M Instruction)

1. You are designated as the CNRSW Port Operations 3-M Coordinator. This will be your primary duty.

2. You are to thoroughly familiarize yourself with the contents of references (a) through (e). You will carry out your duties and responsibilities delineated therein until relieved by proper authority. You will report directly to the 3-M System Manager (Port Operations Officer) in all matters pertaining to 3-M.

X. X. XXXXX
Captain, U. S. Navy

Copy to:
Service record

CNRSW 3-M CERTIFICATION GUIDE

1. Purpose. To promulgate 3-M Program assessment and certification requirements within NRSW. The execution of the 3-M Program is per references (a) through (d). The goal is to attain a preventive maintenance program that will ensure a high state of material readiness.

2. Scope. This instruction is applicable to all CNRSW sites. CNRSW is responsible for providing properly manned, trained, and maintained small boats and crafts. A highly effective preventive maintenance program is crucial in providing services to the fleet. Our maintenance personnel and their supervisors must be intimately familiar with the organizational maintenance and support programs on all of their equipment, and properly execute assigned maintenance. The critical importance of the 3-M Program must be clearly conveyed throughout the force and excellence must be expected and demanded. The intent of this program is to ensure preventive maintenance is being completed and that equipment is being maintained at the highest standards. Increased focus on preventative maintenance and 3-M support systems is required to ensure the highest standards of material readiness and to provide our Sailors with the highest quality of equipment preparedness.

a. The 3-M Program Assessment and Certification will be conducted along the standards outlined in Chapter 19 of Volume VI, Part I of reference (d) and as modified by this instruction.

b. Each site is required to have an aggressive spot check program involving all levels of the chain of command from WCS to Program Director, Port Operations. Individual maintenance requirements will be spot checked periodically in order to determine the effectiveness of accomplished PMS. The following spot check periodicities are the MINIMUM required:

Management Level	Number of MRs Audited	Interval
Program Director	1 per site	as scheduled
Program Manager/Deputy	1 per site	Quarterly*
3-M System Coordinator	1 per site	Quarterly*
Site Manager	1 per Division	Weekly
Division Officer (LCPO)	1 per WC	Weekly
Work Center Supervisor	1 per WC	Weekly

* Non-Metro sites as scheduled

The following steps shall be taken:

(1) Select at random from the weekly or quarterly schedules a maintenance requirement that has been marked as being fully accomplished.

(2) From the record of the accountability file, identify the individual who completed the maintenance requirement.

(3) Enclosure (5) is provided to assist and document performance of PMS spot checks. Additionally, the 3-M Coordinator will maintain completed spot checks on file for a minimum of 13 weeks.

(a) The PMS Assessment is a check of monthly higher periodicity and situational maintenance requirements (MR) performed during the 13 weeks.

(b) Spot checks will be conducted on two percent of those maintenance requirements that have been recorded as completed. In addition, one percent (not to exceed 3 per WC) of the situational MRs from each department recorded as completed.

(c) Maintenance personnel will perform Situational Checks ("R" checks) as required and record them as completed on the appropriate schedules and accomplishment logs.

(d) The 3-MC will pick a team (from other Port Operation Sites) that will assist with assessing each site's 3-M and make reports back to Program Manager.

(e) Certification Process. The goal and intent of the certification process is to ensure the ship's 3-M Program is effective and in compliance with the requirements of reference (a).

PMS SPOT CHECK EVALUATION FORM

Department: _____ Workcenter: _____
Maintenance Person/Personnel: _____
Assessor: _____ MIP: _____ MRC: _____
Date MRC was performed: _____
Equipment Nomenclature: _____

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1. Maintenance person/personnel qualified to perform MR.	YES NO
2. Presented validated MRC using the WC PMS record. (Change page to LOEP to MIP to MRC).	YES NO
3. Maintenance person reviewed the MRC before accomplishment of the MR.	YES NO
4. Discussed the appropriate safety precautions including Hazardous Material, PPE, Tag out, etc.	YES NO
5. Presented the correct tools, parts (NSN), material (MILSPEC), and test equipment (calibrated).	YES NO
6. Properly identified the equipment by using location block, LGL, or EGL.	YES NO
7. Demonstrated all steps of MR including all notes, warnings, and cautions according to the MRC.	YES NO
a. Steps of the MRC	YES NO
b. Hazardous Material (use and disposal)	YES NO N/A
c. Tag out (Standard or PMS)	YES NO N/A
d. Safety	YES NO
8. Report status of MR to workcenter supervisor if completed or not fully accomplished and take proper corrective action, (i.e., enters discrepancy in WCWL/ JSN LOG or SNAP, submit technical feedback report.)	YES NO
9. Assessment: Fully Accomplished Not Accomplished	

NOTES:
(1) If all answers to spot check form are YES, then spot check is considered fully accomplished.
(2) If maintenance person is not fully qualified to perform the assigned MR; if any safety COMNAVREGSWINST 4790.1B precautions, notes, cautions, or warnings are violated during the performance of the MR; if any non-calibrated instruments, incorrect MILSPEC material/ lubricant/solvents or incorrect repair parts were used; then spot check is considered automatically **not accomplished**.

COMMENTS: _____

_____

_____

_____

_____

_____
Signature